

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

**Administration-Skill Number 4-6**  
Recommending Policy or Procedure Changes

**PERFORMANCE STANDARD**

**Section 901-4.1.2, 4.4.1**

**NFPA 1021- 4.1.2, 4.4.1**

**Fire Officer I**

**OBJECTIVE**

**The ability to effectively communicate in writing utilizing technology provided by the AHJ. (4.1.2)**

Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

**INSTRUCTIONS - procedures for achieving the objective**

Given a new department policy, the Fire Officer I candidate shall implement the policy at the unit level. Based on feedback received from his or her personnel, the Fire Officer I candidate shall, using technology, prepare written recommendations for changes to the policy so that the recommendations identify the problem and propose a solution.

**EXAMINER NOTE**

This skill contains two parts; reviewing a new policy and communicating it to unit members, then suggesting and justifying revisions must be done electronically to the policy based on feedback from unit members.

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill.

**PREPARATION & EQUIPMENT**

Policies and procedures document(s)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration Skill # 4-6</b>				
<b><u>The ability to effectively communicate in writing utilizing technology provided by the AHJ.</u></b> <b><u>(901-4.1.2)</u></b> Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. <b><u>(901-4.4.1)</u></b>				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Reviewed new policy				
b) Communicated and implemented new policy with unit members				
c) Received feedback from members about problems with the new policy				
d) Identified and documented the policy problem(s)				
e) Documented a proposed solution(s)				
f) Identified how the proposed solution solves the policy problem(s)				
g) Identified the benefit to internal or external customers				
h) Identified other policies affected by proposed change				
i) Identified cost to implement the solution (time, personnel, money, training, equipment, etc.)				
j) Rewrote policy so that the document was grammatically correct and properly formatted				

**Examiner/Candidate Comments:**

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

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**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Re-Test Certifying Examiner</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date</div>	<div>Overall Skill Sheet Re-Test Score</div> <div>Pass <input type="checkbox"/> Fail <input type="checkbox"/></div>

# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards

#### Administration-Skill Number 4-7

##### Preparing a Budget Request

### PERFORMANCE STANDARD

Section 901-4.1.2, 4.4.3

NFPA 1021- 4.1.2, 4.4.3

Fire Officer I

### OBJECTIVE

Write reports, letters, and memos utilizing word processing and spreadsheet programs. (NFPA 1021, 4.1.2)

Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (NFPA 1021-4.4.3)

### INSTRUCTIONS - procedures for achieving the objective

The Fire Officer I candidate shall prepare a purchase request, given a need and purchasing forms, so that the request is in the proper format and is supported with data.

### EXAMINER NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, and forms, or modification thereof, to complete the skill.

### PREPARATION & EQUIPMENT

Agency purchasing forms

Policies and procedures document(s)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

	<u>TEST</u>		<u>RETEST</u>	
	PASS	FAIL	PASS	FAIL
<b>Administration Skill # 4-7</b>				
<b><u>Write reports, letters, and memos utilizing word processing and spreadsheet programs.</u></b> <div style="text-align: right;">(901-4.1.2)</div> Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. <div style="text-align: right;">(901-4.4.3)</div>				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Identified a purchasing need				
b) Identified the benefits of the purchase				
c) Identified the consequences of non-purchase				
d) Identified the costs				
e) Used proper grammar, punctuation, and format to submit a written purchase order request				
f) <b><u>Used word processing and spreadsheet programs effectively</u></b>				

**Examiner/Candidate Comments:**

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**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards

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Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Score

Pass ☐ Fail ☐

\_\_\_\_\_  
Re-Test Certifying Examiner

\_\_\_\_\_  
Date

Overall Skill Sheet Re-Test Score

Pass ☐ Fail ☐

# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards

#### ADMINISTRATION-Skill Number 4-8

Purpose of Each Management Component of the Organization and  
Benefits of Collecting Incident Response Data

#### PERFORMANCE STANDARD

Section 901-4.1.2, 4.4.4, 4.4.5

NFPA 1021- 4.1.2, 4.4.4, 4.4.5

Fire Officer I

#### OBJECTIVE

**Operate in an information management system. (NFPA 1021-4.1.2)**

Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. (NFPA 1021-4.4.4)

Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. (NFPA 1021-4.4.5)

#### INSTRUCTIONS - procedures for achieving the objective

The Fire Officer I candidate will be provided with an organization chart, goals and mission of the organization. The Fire Officer I candidate will explain the purpose of each management component of the organization and the needs and benefits of collecting incident response data, **utilizing AHJ information management system data.**

#### EXAMINER NOTE:

The skill will evaluate the Fire Officer I candidate's ability to successfully communicate verbally in a clear and concise manner. Explanation must be in accordance with any agency or departmental policies and procedures.

#### PREPARATION & EQUIPMENT

Actual or generic department organization chart

Actual or generic department goals and mission

Actual or generic department or agency policies & procedures

Writing equipment

**AHJ Information Management System (can be simulated)**

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**Fire Officer I**  
Performance Standards

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

	<u>TEST</u>		<u>RETEST</u>	
<b>ADMINISTRATION Skill # 4-8</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>
<b><u>Operate in an information management system.</u></b> <b>(901-4.1.2)</b> Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization. <b>(901-4.4.4)</b> Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate. <b>(901-4.4.5)</b>				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a. Explained the purpose of each management component of the organization				
b. The explanation is current and accurate and clearly identifies the purpose and mission of the organization.				
c. Understood the organizational structure of the department and functions of management.				
d. Showed the ability to communicate verbally in a clear and concise manner				
e. Explained the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.				
f. Understood the agency's <del>records</del> <b><u>information</u></b> management system and used it correctly				
g. Showed the ability to communicate both orally and in writing				

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**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

**Examiner/Candidate Comments:**

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**All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.**

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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; padding-top: 5px;">Re-Test Certifying Examiner</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-top: 1px solid black; padding-top: 5px;">Date</div>	<div>Overall Skill Sheet Re-Test Score</div> <div>Pass <input type="checkbox"/> Fail <input type="checkbox"/></div>

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards

#### Emergency Service Delivery-Skill Number 4-12

Emergency Operation - Developing and Implementing Action Plans and  
Assigning Tasks or Responsibilities to Unit Members

#### PERFORMANCE STANDARD

Section 901-4.1.2, 4.2.1, 4.6.1, 4.6.2

NFPA 1021- 4.1.2, 4.2.1, 4.6.1, 4.6.2

Fire Officer I

#### OBJECTIVE

**Effectively operate at all levels in the incident management system utilized by the AHJ. (NFPA 1021-4.1.2)**

Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (NFPA1021-4.2.1)

Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (NFPA1021-4.6.1)

Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. (NFPA1021-4.6.2)

#### INSTRUCTIONS - procedures for achieving the objective

Using the policies and procedures provided, the Fire Officer I candidate shall develop an initial action plan from the given size-up and assigned resources information, so that resources are deployed to control the emergency.

The Fire Officer I candidate shall then implement and supervise the plan that is consistent with the local emergency plan, including localized evacuation procedures as needed. The Fire Officer I shall assign tasks and/or responsibilities to unit members so that:

- instructions are complete, clear, and concise, based on training and experience of personnel
- safety considerations are addressed
- desired outcomes are conveyed
- an incident management system is utilized

#### EXAMINER NOTE

It is suggested that you use the policies and procedures of your department. If you are teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete the skill. The skill requires

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# TEXAS COMMISSION ON FIRE PROTECTION

## Fire Officer I

### Performance Standards

the instructor to develop a scenario including size-up and assigned resources information.

#### **PREPARATION & EQUIPMENT**

Instructor developed scenario information including size-up and assigned resources information

Policies and procedures document(s)

**TEXAS COMMISSION ON FIRE PROTECTION**  
**Fire Officer I**  
Performance Standards

Candidate: \_\_\_\_\_ Notes: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Test Site: \_\_\_\_\_

	<u>TEST</u>		<u>RETEST</u>	
<b>Emergency Service Delivery Skill # 4-12</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>
<b><u>Effectively operate at all levels in the incident management system utilized by the AHJ.</u></b> <b><u>(901-4.1.2)</u></b>  Assign tasks or responsibilities to unit members, given an assignment at an emergency operation, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (901-4.2.1)  Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (901-4.6.1)  Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation. (901-4.6.2)				
<b>The candidate:</b>	<b>S</b>	<b>U</b>	<b>S</b>	<b>U</b>
a) Developed an initial action plan which adequately addresses size-up information				
b) Developed an initial action plan which will adequately deploy assigned resources				
c) Implemented an action plan so that resources are deployed to mitigate the situation				
d) Implemented an action plan consistent with the local emergency plan, including localized evacuation procedures, as needed				
e) Followed standard operating procedures while				

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## Performance Standards

**Examiner/Candidate Comments:**

[illegible]

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Certifying Examiner

Date \_\_\_\_\_

Pass ☐ Fail ☐

Re-Test Certifying Examiner

Date \_\_\_\_\_

Overall Skill Sheet Re-Test Score

Pass ☐      Fail ☐